

## Health Literacy Coordinator – Job Description

For the past several years, South Shore Community Partners in Prevention (“SSCPP”) has identified Health Literacy as a goal of the CHNA in order to improve health outcomes for area residents, especially members of special and vulnerable populations. These populations include elderly, disabled, low-income, and people for whom English is not a primary language. The South Shore Health Literacy Initiative (“The Initiative”) will benefit these populations, but will have the effect of enhancing the ability of all residents of our catchment area to advocate for their own health care and to work with providers to ensure that the communications surrounding all health care is delivered and received in the most effective manner possible.

In order to implement this Initiative, SSCPP has decided to engage the services of a Health Literacy (HL) Coordinator. The HL Coordinator will work with members of the SSCPP to implement the Health Literacy Action Plan. Strong candidates for this position will have familiarity with the concepts of Health Literacy, strong written and oral communications skills and an organized, goal-oriented work style. Familiarity with the SSCPP region will be considered as a plus. Five + years of experience preferred (but not required). Minimum Associate’s Degree required (Bachelor’s/Public Health preferred).

The HL Coordinator will:

1. Implement the Health Literacy Action Plan, in consultation with the Steering and Health Literacy Committees, ensuring that timelines associated with the Plan are met;
2. Attend all Steering and Health Literacy Committee meetings, and General meetings as needed;
3. Plan and execute, in consultation with the Steering Committee and Health Literacy Committees, all activities associated with the implementation of the Health Literacy initiative, including (but not limited to) meetings, trainings, seminars, and public recognition events;
4. Assure that Health Literacy Committee minutes are recorded, distributed to members and maintained;
5. Develop and implement branding/media campaign to ensure that the SSCPP is engaged with Health Literacy community partners
6. Work with the SSCPP coordinator to update SSCPP internet/social media presence, especially with regards to the Health Literacy Initiative;
7. Comply with SSCPP Operating Principles.

Please Reply to [chna23@gmail.com](mailto:chna23@gmail.com) by Friday, March 2, 2018.

SSCPP intends to contract with a Health Literacy Coordinator from April 1, 2018, to June 30, 2018. The HL coordinator will average 25 hours per week during the course of the contract, with the understanding that some weeks and months will be busier than others. Rate of pay is \$25/hr. SSCPP does not maintain an office; coordinator will perform substantial work at home or in other appropriate setting. Most of the required work will be in support of meetings occurring in the Greater Plymouth area. Hired person will be ineligible for employee benefits and be responsible for any and all taxes owed on payments received from SSCPP.